



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
July 09, 2018 Agenda

I. Meeting Opened

The July 9, 2018 Regular Council Meeting was called to order at 9:00 a.m. by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council Members present: Mayor Russ Barley, Councilwoman Elizabeth Brannon, Councilwoman Kasey Cuchens, Councilman Eddie Farris, Councilwoman Amanda Green, and Councilman William “Boots” McCormick

Staff present: City Attorney Clay Adkinson, Finance Officer Sara Bowers, Water Department Supervisor Larry Tuggle, Planning Director Latilda Hughes-Neel, Planning Technician Elizabeth McCombs, City Engineer Cliff Knauer, and City Engineer William Menadier.

II. Invocation and Pledge of Allegiance

The invocation was given by Councilwoman Cuchens, followed by the Pledge of Allegiance to the American Flag.

III. Recognition of Guests: None

IV. Public Comment on Consent Agenda: None

V. Approval of Consent Agenda

1. Bills Paid

Council Action: Councilwoman Cuchens made a motion to approve the Consent Agenda as presented. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

VI. Consideration of Additions/~~Deletions~~ to Agenda

Additions

- Councilwoman Cuchens – Waste Management Workshop
- Clerk – Customer Service
- Water – Maintenance of City Rights-of-way
- Mayor – Problem with the Library
- Councilwoman Green – Waste Water Treatment Plant & Water Timelines
- Councilwoman Green – Financing Options
- Councilwoman Green – Forensic Audit Update

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk’s office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
July 09, 2018 Agenda

Deletions:

- Planning - Revised estimate for fencing/landscaping between Community Center/City Hall

VII. Approval of Agenda with Additions/~~Deletions~~

Council Action: Councilman Farris made a motion to approve the Agenda with specified Additions and ~~Deletions~~ as presented. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

VIII. Staff Reports

A. City Clerk Matters

1. Customer Service

- Clerk Podraza informed the Council that there have been several complaints regarding customer service in the Billing Department. This will be addressed with the HR Consultant and a recommendation will be brought back to the Council regarding these issues.

B. Finance Department

1. Joyce Landing-Sewer Connection

Council Action: Councilman Farris made a motion to approve running a new sewer line on Joyce Landing to Ms. Wilson's house and the \$2,500.00 Impact Fees received from Ms. Wilson will be used to cover the expenses to run the line. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

C. Planning & Zoning Dept.

1. Draft LDC Marketing Committee language/Draft Ordinance

- City Planner Latilda Hughes-Neel presented a draft Ordinance regarding a Marketing Committee as well as changes that would need to be made to the Land Development Code regarding the formation of the Committee.

2. Marketing Committee Member Application

- City Planner Latilda Hughes-Neel presented the Marketing Committee Member Application for the recruitment of Board Members for the Marketing Committee.

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
July 09, 2018 Agenda

- Council discussion ensued regarding the Draft Marketing Ordinance and Marketing Committee Member Application. Planner Hughes-Neel will revise the language regarding the Marketing Board, to make sure it is understood, that the Marketing Firm would be the decision-making firm and the Board would be providing recommendations to the Firm. These items will be brought back to Council later for review.

3. ~~Revised estimate for fencing/landscaping between Community Center/City Hall~~

D. Parks Department

1. RFP for Handicap Accessible Trail
 - Parks Director Assistant Travis Digges represented the Parks Department. The Department is requesting approval to produce specifications for an RFP for the Handicap Accessible Trail. Council discussion ensued and decided to wait for Charlie to bring more information to the Council.

Council Action: Councilman McCormick made a motion to table the RFP for the Handicap Accessible Trail until the next meeting when the Park Director is available to give the Council more information. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

E. Legal Matters

1. Capacity Fees
 - City Attorney Adkinson informed the Council that this was agenda'd for questions that have been brought to his attention regarding the Workshop following the July 9th meeting. This would allow for public comment and for the Council to ask questions pertaining to the Workshops that were scheduled regarding the Capacity Fees. No discussion followed.

F. Engineering: None

G. Water Dept.

- Water Supervisor Larry Tuggle presented a quote from Ammons Lawn Service & Pressure Washing LLC.

Council Action: Councilman Farris made a motion to approve Ammons Lawn Service & Pressure Washing LLC, to maintain the City of Freeport Rights-of-way at \$500.00 per cut as necessary at the direction of the Water Supervisor Larry Tuggle through the 2018 Summer season.

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
July 09, 2018 Agenda

Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

H. Sewer Dept.: None

IX. Old Business

A. Option Contract FCT project 16-015-UA17

- Clerk Podraza presented the FCT Project Contract for approval which was approved to form by the City Attorney.

Council Action: Councilwoman Cuchens made a motion to approve the Florida Communities Trust Grant Option Contract #16-015-UA17 as presented. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

Council Action: Councilwoman Brannon made a motion to approve the standard title insurance clause on page four (4) of the contract as presented. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

- Councilwoman Brannon thanked Councilwoman Cuchens for her work on this grant to procure the property next to City Hall.

B. BP Proceeds

- Clerk Podraza presented a memo from the Finance Officer with the remaining balance of the fees received by the city, as a reimbursement of lost revenue caused by the 2010 oil spill in the Gulf of Mexico. The balance amount is \$55,505.93.
- Clerk Podraza will bring an RFQ for Marketing to the Council at the next meeting.

X. New Business

A. Waiver of Fee Requests

Council Action: Councilman Farris made a motion to approve waiver of fee requests from the following organizations:

- ❖ *Emerald Coast Woodturning Guild – Community Center*
- ❖ *Walton Okaloosa Council on Aging – Blount House*
- ❖ *Town Planters Society – Blount House*
- ❖ *Freeport Little League Athletic Association subject to City/League Agreement Required –*

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
July 09, 2018 Agenda

Freeport Sports Complex

- ❖ *Freeport Area Youth Sports Association Youth Football subject to City/League Agreement Required. – Freeport Sports Complex*
Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

B. Mayor Russ Barley

- Mayor Barley informed the Council that the Library has reported mold in the H-Vac Closet and will need immediate attention. Larry Tuggle will address this issue and inform the Council on the findings.
- Mayor Barley thanked Councilwoman Cuchens for her service to the Council over the past four years.

C. Councilwoman Brannon: None

D. Councilwoman Cuchens

1. Waste Management Workshop

Council Action: Councilwoman Cuchens made a motion to schedule a Council Workshop with Waste Management Representatives on Wednesday, July 18, 2018 at 6:00 pm. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

E. Councilman Farris: None

F. Councilwoman Green

1. Timelines for Waste Water Treatment Plant and Water Projects

- Councilwoman Green requested that Engineering prepare a visual timeline that will show the start dates through the completion dates of the City's current and projected projects. This was requested to be brought back at the next meeting.

2. Forensic Audit

- Clerk Podraza updated the Council that the process has begun, and the Firm is working with the IT company. Council requested that the Finance Officer report at the first meeting of each month with an update on the progress of the audit.

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
July 09, 2018 Agenda

3. Financing Options

- Councilwoman Green requested that the Finance Officer bring the City's financing options back to the Council at the next meeting, so that when the budget process begins the Council will know what their finance options are.

G. Councilman McCormick: None

XI. Public Comment

Councilwoman Cuchens thanked the Council and gave well wishes for the coming year.

Councilwoman Brannon thanked Councilwoman Cuchens for her service.

Mr. Frederick Palmquist of Tropical Way approached the podium to address the Council about the City of Freeport Sewer connection Agreement for Brandon Oaks Residents. The City Clerk advised Mr. Palmquist to put this item on the agenda for July 26th.

Parks Director Charlie Simmons approached the podium to address the Council regarding the RFP for the Handicap Accessible Trails to be cut out and asphalted. This would give the City a cost estimate and meet the timeline for the grant requirements.

Council Action: Councilwoman Green made a motion to approve the Parks Director, to draft an RFP for the cut out and asphalt of the Handicap Accessible Trails. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

XII. Adjournment

Mayor Barley adjourned the meeting at 9:47 a.m.

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
July 09, 2018 Agenda

FREEPORT CITY COUNCIL

Mayor

ATTEST

City Clerk

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).